**Topcroft Parish Council**

**Minutes from Topcroft Parish Council Meeting**

**Monday 10th November 2014 at 7.30pm in Topcroft Pavilion**

**Present:** Peter Rout (Chair) Trevor Potter (TP), Stephen Roberson (SR), Nicola Green (NG), Kathy Thomson (KT).

**Clerk/RFO:** Sally Chapman

**Also Present**: Three parishioners.

1. **Apologies:**  Carolyn Moulton, Step Dye and Murray Gray - District Councillor.
2. **To record Declarations of Interests from members in any item to be discussed**None.
3. **To approve the Minutes of the meeting held on 8th September 2014**Minutes were confirmed as a true and accurate record. NG proposed, KT seconded, unanimous. Signed by the Chair.
4. **To receive reports from District and County Councillor**Murray Gray District Councillor, who was unable to attend, send a report which was read by the Chair:

* The new recycling regime is now in operation and seems to be functioning well. A large extension has been built at the Costessey Recycling Centre and £4million of Canadian-designed sorting equipment installed. It can deal with about 35 tonnes of material per hour = 4 lorry loads. It's hoped that recycling rates will increase from the current 40% to nearer 55%.
* The TPC should have received £200 from my Ward budget to help fund a new notice board (received).
* For larger grants, the Neighbourhood Fund is being phased out and its funding transferred to the Community Action Fund. If any organisation in the village needs a grant of up to £10k, then please talk to the Neighbourhood Chairman, Cllr Bev Spratt and myself, or for general grants advice, talk to Nina Cunningham, the Funding Officer at SNC.

1. **Parishioners Matters of Concern**None
2. **Clerk’s Contract**Chair and Clerk still toreview. Action: Chair/Clerk

**6a. To consider a donation to Clerk’s Certificate in Local Council (CiLCA) training**The Clerk explained the CiLCA training and how, once the Clerk is qualified, it would give TPC the General Power of Competence which gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. The cost of training is £470 and the Chair proposed TPC to pay £100, which would be paid back pro-rata if the Clerk left within 12 months. NG proposed, KT seconded, unanimous.

**7.** **To consider Speed Limits changes in the village  
7a**. The Chair advised he had still to meet County Councillor Somerville regarding speeding vehicles through the village and they would complete a walk at peak time. Action: Chair  
  
**7b.** An email had been circulated from Richard Bacon MP, re his campaign to give town and parish councils’ greater power over speed limits. Councillors agreed with this campaign and asked the Clerk to email to express their support. Action: Clerk

**8.** **To consider Mains Sewerage in the village**Consideration postponed until the next meeting.

**9.** **Finance**  
**9a.** **To receive the Financial Report to date**  
The Clerk circulated the finance report to 10th November 2014. It was agreed a true record, PR proposed, NG seconded, unanimous.  
  
**9b.** **To consider a donation to Topcroft PCC for churchyard maintenance**Councillors agreed a donation of £200 to support the churchyard maintenance. ST proposed, NG seconded, unanimous. The Clerk said she would find out how much Parish Councils can donate in a year. Action: Clerk  
**Please note:**

**SECTION 137 OF THE LOCAL GOVERNMENT ACT 1972**

13. The maximum amount which a council may spend under section 137 in any one fiscal year (i.e. 1 April to the following 31 March) is an index-linked amount per head of the “relevant population”, calculated as set out below. (SNDC states population 268 12/11/2014).

14. The relevant Government department (DCLG) usually notifies NALC of the agreed value for parish councils according to the indexation formula in the January preceding the relevant financial year. The Welsh Assembly Government (the Social Justice and Local Government Department) notifies community councils direct of the agreed value. The value for local councils in both countries for the financial year 2013/ 2014 is £6.98, **2014/2015 is £7.20.**

**9c.** **Approve cheques**All cheques were approved.PR proposed, NG seconded, unanimous.  
 **9d. To consider Budget for 2015/16**The Clerk circulated the budget report for 2014/15 and Councillors discussed the budget, which was found adequate. The Clerk advised that the budget for 2015/16 needed to be finalised at the January meeting, before the precept submission on 23rd January 2015 and Councillors should now consider any short and long term village projects in their budget 2015/16 proposals. Councillors were made aware the precept may be capped in the future and any reserves should be recorded and minuted as ‘earmarked’ for projects to meet audit requirements. Councillors stated projects could include the recreation ground and the church.

**10. Planning Application**No new planning applications

**11. Village Issues   
11a. Highways and Potholes**- Over flowing ditch at the bottom of Church Road, where it joins Low Road. The Chair said

he would speak to the landowner. Action: Chair  
- Burst water main in Rectory Road near manhole cover, considered dangerous.  
- Flood on Kings Road in dip near lakes second car park.  
- Water gullies full in The Street  
- Subsidence on Rectory Road near the Rectory, 10 metres from grass triangle.  
- The double bends sign has fallen over on Church Road opposite the Post Box.  
- Denton Road, Upgate Street, Topcroft Road junction, finger sign to Topcroft missing.  
 Action: Clerk to report to SNDC Highways Dept.  
  
**11b. Footpath 3**The Chair reported he had cut back the hedge.   
 **11c. Dog bins**It was agreed the bins were emptied regularly and when reported overfull, they were dealt with quickly.  
  
**11d. Topcroft Poor Lands Charity**  
The Clerk had received a letter from Miss Cousins, Clerk and Trustee, requesting two nominations for trustees to serve for the next four years. Councillor Potter and Mr E. Herring were re-nominated. NG proposed, KT seconded, unanimous.  
  
**11e. Broadband Survey**The Clerk circulateda draft Broadband Survey for discussion. The Chair reported Jacob Rhodes had been campaigning for improved broadband speeds in the area and he had emailed the survey to him. JR had amended the survey and returned. The Chair asked the Clerk to amend and return to Chair. Action: Clerk

**12. To consider replacement Notice Boards**A grant of £200 had been received and the new notice board has been ordered.

**13. To receive items for information  
13a.** The Clerk distributed the latest Norfolk Link Books.

**14. To receive items for the next agenda**- To consider a donation to Norfolk Accident Rescue Service.

**15. Confirm future meeting dates/times**The following dates were confirmed as the meeting dates for the next year:  
- Monday 12th January 2015 - 7.30pm   
- Monday 9th March 2015 - 7.30pm   
- Monday 11th May 2015 - 7.30pm   
- Monday 13th July 2015 - 7.30pm  
  
Councillor Green asked if the meeting dates could be displayed in the village notice board. The Clerk agreed and said she would also put them in the Parish Magazine. Action: Clerk

**Meeting closed at 9.00pm**